

SECTION: NUTRITION EDUCATION

SUBJECT: Nutrition Education Requirement

ITEM: *Documentation and Nutrition Contacts by Intervention Level*



Policy

- Local agencies shall make nutrition education available or enter into an agreement with another agency to make nutrition education available to all participants or parents/caretakers of infant/child participants. The content/methodology of the nutrition education shall follow the guidelines in the California WIC Nutrition Education Minimum Standards and be specified in the agency Nutrition Services Plan (NSP).
- Local agency staff shall triage participants based on the WIC indicators of nutrition need identified during the ISIS certification process and assign participants to the appropriate educator. The educator shall use these indicators of nutrition need for the development and implementation of individual nutrition education plans (INEPs).
- Local agency staff shall utilize the **Individual Nutrition Education Plan** (INEP) screen in the Integrated Statewide Information System (ISIS) to standardize the format for documentation of individual nutrition contacts and to help staff provide comprehensive, effective individual nutrition education plans for participants. Additionally, staff shall document all contacts, whether group or individual, on the ISIS **Document and Schedule Nutrition Education** screen.

Basis for policy

CFR 246.11 (a) (1) (2), (b), (d) (1), (e) (1-5)

Triage Matrix, WPM Appendix 1000-30 and 1000-40

WIC Nutrition Services Standards 7, 8, and 10

Intervention Levels

The Triage Matrix (See Appendix 1000-30 and 1000-40) lists the levels of intervention appropriate for each indicator of nutrition need. Four levels (1,2,3,4) correspond to the increasing complexity of intervention needed. Once anthropometric, biochemical, clinical and dietary data are entered into ISIS, the system automatically assigns an intervention level.

**Education
Requirements
General
Information**

A participant/parent/caretaker must be present (see Alternates section on page 6 this policy for exceptions) for all required nutrition education contacts. The contacts may be either individual or group education sessions as specified by intervention level or INEP, and shall incorporate principles in the California WIC Nutrition Education Minimum Standards.

Staff shall document the action taken on all identified level 3 or 4 indicators during the certification period, unless the registered dietitian (RD) has noted in the INEP that the indicator is no longer applicable.

Abbreviations

When staff use abbreviations in INEP “notes,” they are strongly encouraged to utilize the California WIC Standard Abbreviations as the primary reference. This list of abbreviations, commonly used by health professionals, provides consistent, clear and succinct communication within and between the local WIC agencies and the WIC Branch. See WPM Appendix 1000-60.

**Education
Contact
Requirements
(Level 1 and 2)**

Participants with level 1 or 2 indicators of nutrition need receive basic WIC services. The paraprofessional WIC Nutrition Assistant (WNA) provides an individual assessment and nutrition education at certification and follow-up contacts. The WNA staff shall review the diet with the participant/parent/caretaker at the certification appointment, or at the next month’s appointment. A required second nutrition education contact in the certification period of a participant with level 1 or 2 indicators may take place in either an individual or group setting.

**INEP
Documentation
(Level 1 and 2)**

The INEP screen documentation for participants with level 1 or 2 indicators or nutrition need shall include:

- Indicators of nutrition need addressed; and
 - The nutrition or health related goal selected and/or agreed to by the participant.
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Additional Information (Level 1 and 2)

Additional Information:

- a. For participants new to the WIC Program, the initial nutrition assessment and accompanying education may be postponed until the next month's appointment to allow for a comprehensive education session on authorized foods and correct food instrument use at the enrollment appointment. However, the participant shall receive a diet assessment at enrollment when no other risk is identified.
- b. Breastfeeding and nonbreastfeeding participants, as well as children over four and a half years old, who are enrolled with less than a three month certification period do not require a second nutrition education contact.
- c. Due to the longer certification period (12 months) for an infant, and the range of ages at which the infant may be enrolled, the required number of contacts differs from other participant categories. See the table below for clarification of the nutrition education contact schedule.

Nutrition Education Contacts Schedule for Infants					
	<u>Contact Type</u>				
<u>Infant Age At Enrollment</u>	Enrollment	Subsequent Contact	Midcertification (at 5-7 mos)	Subsequent Contact	Recertification
< 3 mos	X	X	X	X	X
3-5 mos	X		X	X	X
6-9 mos	X			X	X
> 9 mos	X				X

“X” = required nutrition education contacts

- d. Pregnant participants require at least one individual nutrition education contact per trimester. These “trimester checks” include a review of the participant's diet, current weight status, and most recent medical information from the MD referral form.

Education Contact Requirements (Level 3)

Participants with level 3 indicators of nutrition need shall receive assessment, education, and an individual nutrition education plan from the WIC RD during each certification period that a level 3 indicator(s) is identified. This nutrition education plan shall be prepared at the time the participant is identified as having a level 3 indicator(s), or at the next month's appointment.

INEP Documentation Level 3

The INEP screen documentation for participants with level 3 indicators of nutrition need shall include:

- basis for goal and follow up plan;
- the nutrition or health related goal selected and/or agreed to by the participant;
- proposed content for follow-up contact and by whom (RD, WNA, lactation educator); and
- proposed time frame for follow-up contact.

For breastfeeding women with specific breastfeeding issues only, and no other level 3 or 4 indicator(s) of nutrition need, a special exemption allows that the individual nutrition education plan may be prepared by the RD or International Board Certified Lactation Consultant (IBCLC).

Education Contact Requirements Level 4

Participants with level 4 indicators of nutrition need typically have one or more medical diagnoses requiring complex intervention. The role of the WIC RD is to prepare the individual nutrition education plan and make a recommendation to the MD to provide a referral for medical nutrition therapy (MNT) services by completing the "WIC Recommendation for MNT" form number DHS 4152 (see Appendix 980-490). When MNT services are available, the WIC RD also facilitates access to these MNT services, communicates with the MNT provider and reviews and reinforces the clinical care plan prepared by the MNT provider.

The individual nutrition education plan shall be prepared by the WIC RD at the time the participant is identified as having a level 4 indicator(s), or at the next month's appointment.

Note: Participants must sign a consent/release form when any information is shared with an entity outside of WIC, including information related to MNT.

INEP Documentation Level 4

The INEP screen documentation for participants with level 4 indicators of nutrition need shall include:

- basis for goal and follow up plan;
 - the nutrition or health related goal selected and/or agreed to by the participant;
 - proposed content for follow-up contact and by whom (RD, WNA, lactation educator);
 - proposed time frame for follow-up contact; and
 - completed INEP field “MNT __” (see WPM 410-20.2).
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Additional Information (Level 3 and 4)

The RD shall provide a second individual nutrition contact to participants with a level 3 or 4 need within the same certification period unless the RD documents an alternate follow up plan.

Individual Education

Each participant’s nutritional status shall be assessed at:

- all certifications,
- midcertification for infants,
- each trimester check for prenatal participants, and
- each appointment during which a level 3 and 4 indicator of nutrition need is addressed by an RD.

During this education session, staff shall inquire about progress toward previous goals when relevant.

Group Education

Participants may attend a group education session to satisfy the requirement for a second nutrition education contact, as determined by intervention level and/or INEP developed by the RD (see WPM 410-30 for policy regarding nutrition education materials). In order for a class to be counted as a nutrition education contact, participants must be present to receive a majority of the pertinent information.

Alternates

Participants can designate an alternate(s) (for definition, see WPM 270-30) to receive nutrition education on their behalf. Alternates receiving group nutrition education for a participant must be knowledgeable about the participant, and able to influence implementation of recommendation(s). Alternates receiving individual nutrition education must also be able to complete the nutrition assessment questionnaire and answer health questions accurately for the participant.

Note: Unlike alternates, proxies (see WPM 270-30 for definition) are not allowed to substitute for participants at nutrition education contacts.

Individual participants shall not be denied food instruments for failure to participate in nutrition education activities. If a participant refuses to attend a nutrition education contact, the local agency shall:

Refusals

- document the refusal in ISIS;
 - provide the participant with nutrition education materials; and
 - if necessary, modify the nutrition education plan so that another education contact can be attempted during the certification period.
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